

# Request for Special Education Evaluation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[School/District Name]

[School/District Address]

Dear [Recipient's Name],

I am writing to formally request an evaluation for special education services for my child, [Child's Full Name], who is currently in [Grade/Class] at [School Name]. I believe that [he/she/they] may require additional support to address [specific concerns or challenges].

According to my observations and insights from [teachers/educators/other professionals], [Child's Name] has exhibited [specific behaviors or issues] that suggest the need for a comprehensive evaluation. I believe that a special education evaluation will provide the necessary information to develop an appropriate educational plan to support [his/her/their] learning needs.

I request that you initiate the evaluation process and provide me with any information regarding the next steps. I would appreciate your prompt attention to this request and look forward to collaborating with the school to support [Child's Name].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]